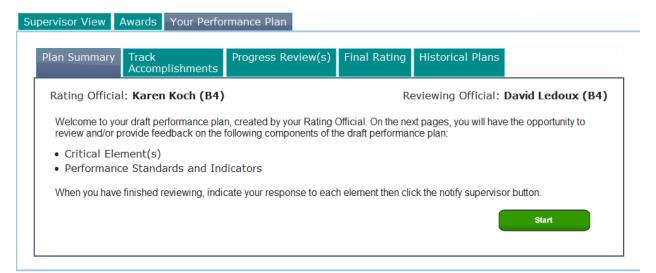
## Reviewing and Signing a Performance Plan – Employee

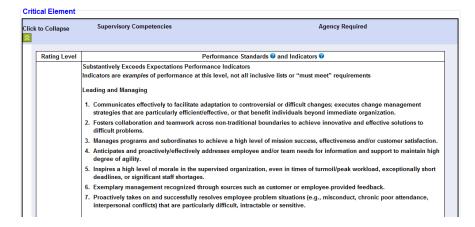
- Reviewing a Performance Plan......1
- > Signing a Performance Plan.....4
- Reviewing a Performance Plan
- Log into SPACE using the Systems Launcher on the Human Resources (HR) Portal: https://hr.nasa.gov/

Note: SPACE must be accessed from a NASA computer or via Virtual Private Network (VPN).

- 2. Click the Plan Summary tab (if not already selected)
- 3. Click Start



 Review the Critical Element and the related performance standards and indicators (Repeat Steps 4 -6 for each Critical Element and its related performance standards and indicators)



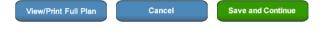


**5.** Record your review using one of the following options:

		Equal Opportunity and Diversity/Inclusion
		Promotes and leads an inclusive work environment in which employees are valued/respected for individual and cultural differences and their talents are fully utilized.
		Internal and external interactions are respectful, appropriately cooperative and flexible, and facilitate the open exchange of ideas and opinions from diverse groups; so as to establish trust and to foster cooperation and knowledge sharing.  Encourages and expects employees to do likewise.
		3. Makes supervisory decisions (e.g., hiring, work assignments, performance ratings, awards, promotions, training and development selections, etc.) fairly and without discrimination.
		4. Promotes a work environment that is free of discrimination, harassment, and retaliation of any kind, and accessible to individuals with disabilities.
		5. Ensures timely completion of required equal employment opportunity (EEO) training by self and employees.
		6. Cooperates in discrimination complaint processes; and timely and appropriately responds to reasonable accommodation requests, complaints under the Anti-Harassment Policy, etc.
		7. Addresses conflicts and complaints in a constructive manner, to include participating (when appropriate and feasible) in informal and/or formal dispute resolution activities/processes.
		8. Participates in, and encourages employees to participate in, EEO and diversity/inclusion activities (e.g., cultural events, surveys).
	1	Fails to Meet Expectations Performance Indicators (optional)
Employ Comme		

## **Employee Review**

- O I have reviewed the above Critical Element and the related performance standards and indicators I have no comments.
- I have reviewed and would like to provide comments about the above Critical Element and the related performance standards and indicators.



- a. Provide feedback
  - Click the radio button next to I have reviewed and would like to provide comments about the above Critical Element and the related performance standards and indicators
  - ii. Enter your comments in the comments text field

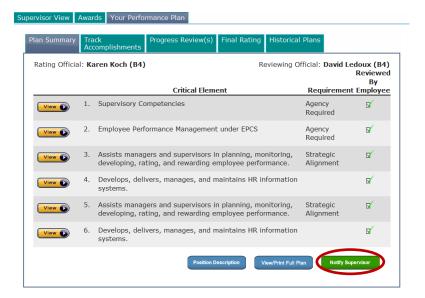


- iii. Click Save and Continue
- **b.** Do not provide feedback

i. Click the radio button next to I have reviewed the above Critical Element and the related performance standards and indicators – I have no comments



- ii. Click Save and Continue
- 6. Click Save Record
- 7. Click Notify Supervisor

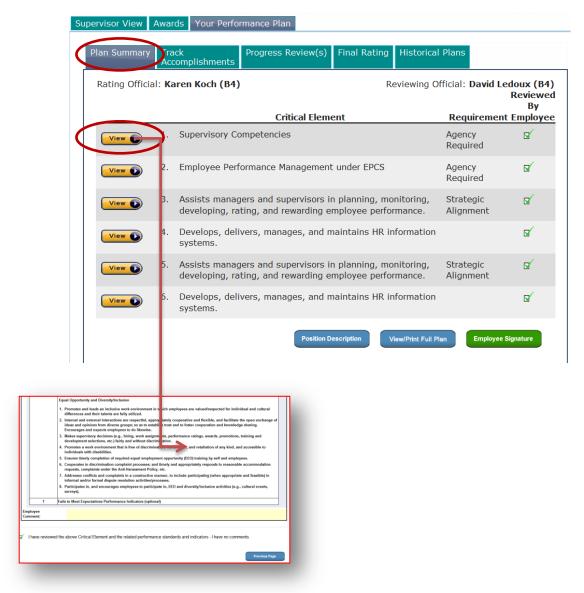


## Signing a Performance Plan

 Log into SPACE using the Systems Launcher on the Human Resources (HR) Portal: https://hr.nasa.gov/

Note: SPACE must be accessed from a NASA computer or via Virtual Private Network (VPN).

- 2. Click the Plan Summary tab (if not already selected)
- 3. As needed, click View next to each Critical Element to view the Critical Element, and the related performance standards and indicators



- 4. Click Employee Signature
- 5. Click Confirm

